



# Parklet Program Manual

January 2015



**N O R F O L K**

*Life. Celebrated Daily.*

# City of Norfolk Parklet Guidelines

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## Introduction

This manual is intended to provide an overview of the goals, procedures and guidelines for creating a parklet in Norfolk. It is intended as a resource guide for applicants and designers and provides guidelines for permitting, designing, building and maintaining a parklet in the City of Norfolk.

The City of Norfolk strives to provide streetscape enhancements and increased amenities like seating, bike parking and art to residents and visitors. As you consider creating a parklet in your neighborhood, we hope you will find this manual useful. We look forward to partnering with you and appreciate your time and willingness to collaborate in making Norfolk a great place to live, work and play!





## Background

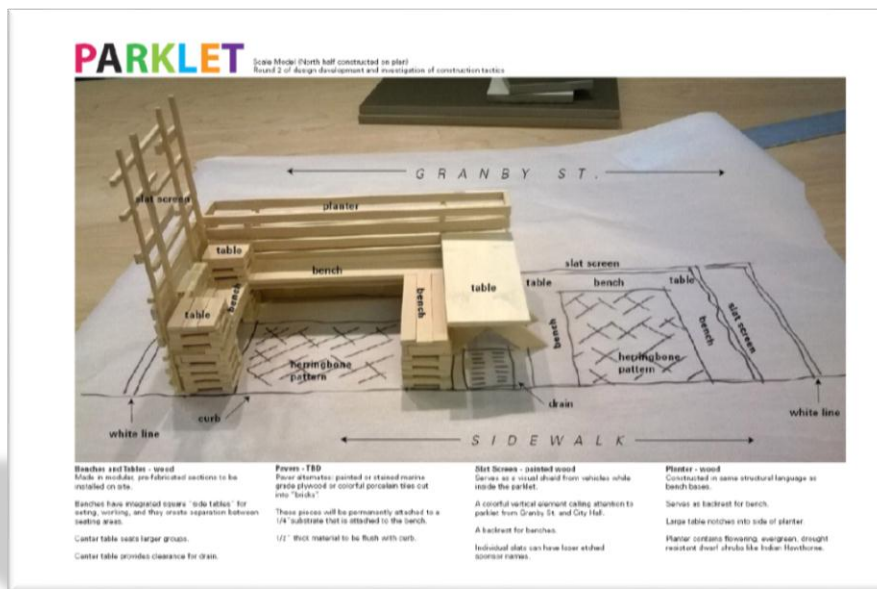
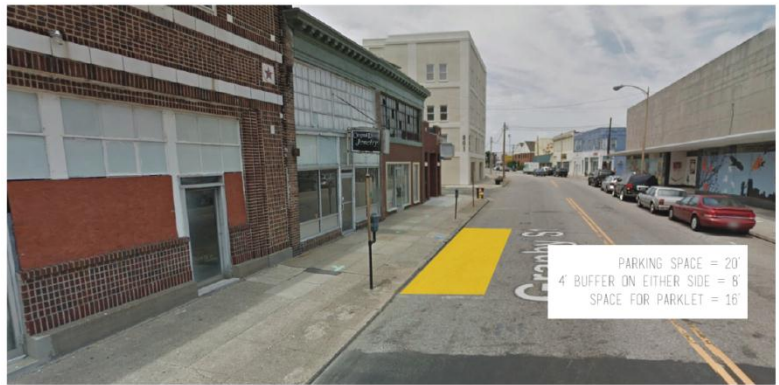
Parklets are intended to provide public space to residents and visitors in the public right-of-way. It is one way to activate city streets and provide green space for public enjoyment in an urban environment.

- A. The City of Norfolk shall administer a program to receive, review and approve permit applications for parklets in the public right-of-way.
- B. Parklet proposals must first be evaluated by a neighborhood organization such as a business council or civic league. Once support is obtained from these organizations, the City's Department of Public Works will permit the parklet through a review of a detailed plan as outlined in the guidelines below.
- C. Business and property owners, non-profit and community organizations are eligible to apply for the installation of a parklet. If approved, these entities are deemed as the "operators" of the parklet and are therefore responsible for the construction, removal, and maintenance of the parklet.
- D. The parklet must remain, at all times, a public space. The operator may not restrict the access to the parklet by the public.
- E. The City will provide signage indicating the parklet as a public space as well as acknowledgement or recognition of the operator.



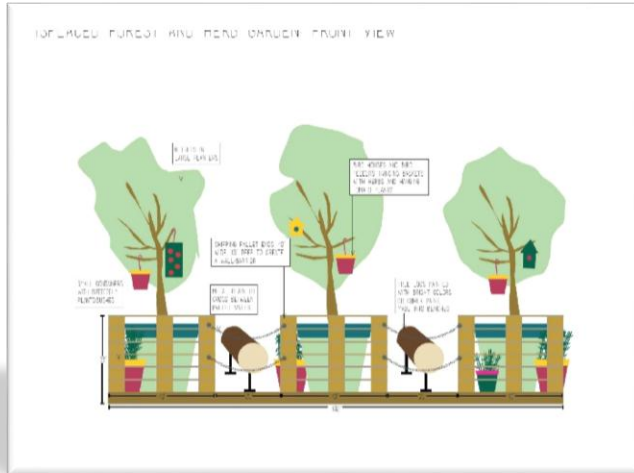
## Application Process

- A. Applicants should develop an initial site proposal and submit it to the Department of Public Works, Right of Way Management Division for a temporary structure permit. It must include a design layout with as much detail as possible, including dimensions and noting all obstructions (trees, fire hydrants, parking meters, etc.) within 15 feet of the parklet and a construction schedule.



- B. We recommend that you work with an architect, designer or professional engineer during the design of the parklet. This will assist you in with the construction and design details. Please note this in your application.
- C. The application will be reviewed by staff in the Departments of Public Works, Utilities, Planning & Community Development, Recreation, Parks and Open Space (RPOS), Fire-Rescue, the Parking Division and the City Manager's Office and recommendations for approval or disapproval will be made and communicated in writing to the applicant.
- D. The operator must provide proof of insurance listing Norfolk as an additional insured as outlined in Appendix C below prior to permit pick-up.

- E. Once approved, a parklet shall be permitted to remain in place for the eligible duration of the year (April through January). Those parklets along parade routes during the program season may have to be disassembled to accommodate the parade.



F. The operator must construct and complete (to include assembly, painting, signage, accessories and landscaping) the parklet within 2 weeks of permit issuance, with pre and post-construction inspection of the site by the Department of Public Works. Fundraising or securing of funds and materials should be done prior to permit issuance.

G. The operator should collaborate with a neighborhood organization such as a business association or civic league to demonstrate support by the neighborhood

for the parklet. Approval will be dependent upon this support. Adjoining businesses should also be aware of the guidelines regulating the parklet (for example, public space, no smoking, etc.).

- H. This policy does not cover parklets utilized for Special Events. In these situations, special events regulations will apply.
- I. Once a proposal is accepted, more detailed drawings may be required once the design is finalized.

## Design Requirements

### I. Designated Site Parameters

- A. Parklets must be designed for at least one parking space but may be designed for two or more spaces in certain areas of the city. Proposed locations will be evaluated on a case by case basis.
- B. Parklets will be limited to one space in downtown south of Brambleton Ave.
- C. A parklet may only be built on a street with a posted speed limit of twenty-five (25) miles per hour or less. The street must have a slope no greater than five percent (5%) at the location of the parklet.

- D. The proposed site must be at least one parking space or twenty (20) feet from an intersection or corner.
- E. Recommended locations include those that are high visibility from adjacent businesses and existing pedestrian activities such as dining and retail as well as areas of minimal vehicle congestion to minimize exposure to exhaust fumes.
- F. Parklets must be able to be removed in one day. Those parklets along parade routes during the program season may have to be disassembled to accommodate the parade. The City will notify the operator in advance. A kit of parts that can be easily assembled and removed onsite is recommended for this reason.
- G. The parklet must have clear signage indicating that it is a public space. For restaurant storefronts, table service is not allowed. The installation must not be designed to create the impression of exclusivity or direct connection to its storefront (e.g. identical furniture, sidewalk-side railing, and/or attached awning).

## **II. Construction Requirements**

- A. A space buffer of at least one (1) foot must separate the parklet's street-side from traffic, and at least two feet separates either parking-side. Wheel stops, parking blocks, or flex post delineators must be installed at the boundaries of adjacent parking.
- B. The three faces of the perimeter joined to the street must have barriers such as rails and planters incorporated into their design. The barrier must be approximately waist high (3 ½ feet or more) to allow visibility for both pedestrians and vehicles. Soft-hit reflective posts aid visibility at each street-side corner and should be utilized and will be provided by the City of Norfolk.
- C. The parklet must be built according to Americans with Disabilities Act Accessibility Guidelines (ADAAG) to the extent that such guidelines apply.
- D. Parklets must be built of fireproof materials and construction should involve the supervision of a licensed architect or engineer.
- E. A parklet must be built as a semi-permanent structure capable of being taken down in a single day for emergencies such as flooding, utility access or other events as determined by the City.

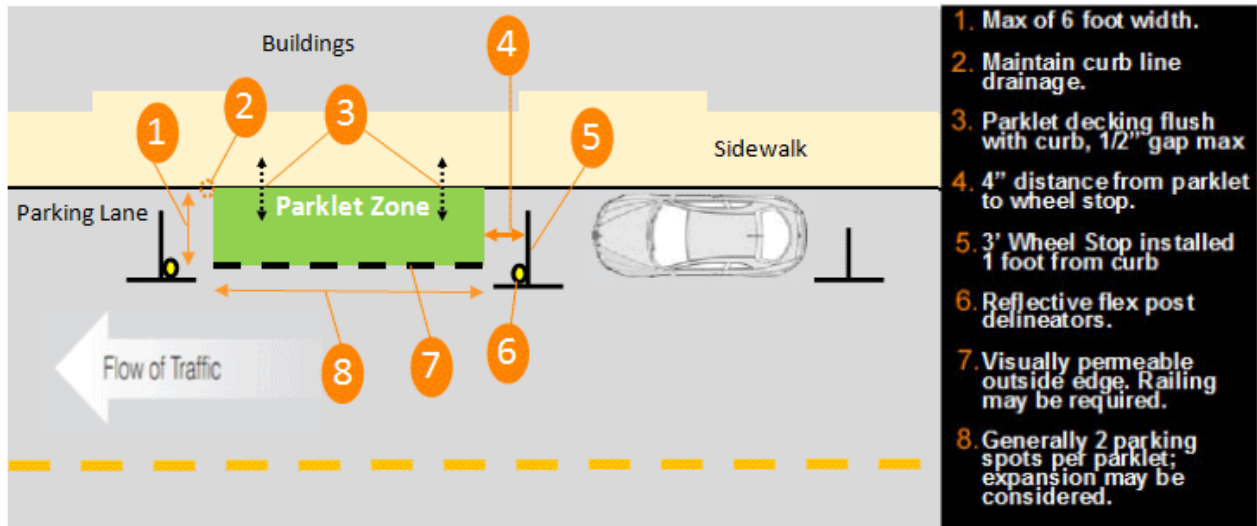




- F. The parklet may be secured to the street by bolting it down into the asphalt. The operator is responsible for any repairs to the terrain in the event of take-down. Parklet materials should weigh no more than 200 pounds per square foot to limit damage to surface or utilities.
- G. In order to maintain curbside drainage, a minimum of six inches of cutout from the bottom of the base is required.
- H. Parking meter heads will be bagged and will serve as a high-visibility alternative to design.
- I. Design will reflect the cultural/aesthetic values of the neighborhood and community the parklet affects.
- J. The design must be capable of bearing a load 100 pounds per square foot and be stable under wind-loads of 80 miles per hour.
- K. The Operator must keep clean the area no longer accessible by street sweepers and clear debris from the gutter channel to maintain proper water flow.



## DESIGN AND PLACEMENT GUIDELINES



## **Maintenance**

- A. Non-permanent furniture must be secured each night or operator bears risk of theft or vandalism.
- B. The operator is responsible for the care and maintenance of all landscaping within the parklet. Plants should be watered at least once a week and more often depending on the weather. Drought resistant plants should be considered when designing the parklet.
- C. Smoking is not permitted in parklets. Signage will be provided to indicate this policy. Operators should ensure that adjoining businesses understand this policy and enforce as necessary.

## **Revocation or Suspension**

- A. The operator may be removed from the program at the discretion of the City Manager or his designee in the event that 1) the owner does not maintain public use standards; 2) the use of conditions under which the parklet is being operated or maintained is detrimental to the public health, welfare or is materially injurious to property or improvements in the vicinity; 3) the property is operated or maintained so as to constitute a nuisance; 4) the use is operated in violation of the conditions of the program; or 5) any other violation of applicable law.

## **Program Fees**

- A. The fee for submission of a permit application and participation in the program is two hundred and fifty dollars (\$250.00) per program year.

NOTE: The City reserves the right to modify the guidelines and the requirements contained in this exhibit in the event it believes it is in the best interest of the City.



## **Appendix C: Insurance Requirements**

### **I. OPERATORS' INSURANCE**

- A. Parklet Operators shall maintain, during the term of this agreement, insurance of the types and in the amounts described below.
- B. All general liability and automobile/vehicle liability policies will be written in an "occurrence" form unless otherwise specifically approved by the City.
- C. The CITY OF NORFOLK will be named on such liability policies as "Additional Named Insured."
- D. All insurance policies shall provide that the Operator will receive at least thirty (30) days written notice in the event of cancellation of, or material change in, any of the policies.
- E. If the Operator fails to maintain the insurance as set forth in this Agreement, the City shall have the right, but not the obligation, to remove the parklet at the Operator's expense and/or to purchase such insurance at Operator's expense.

### **II. COMMERCIAL GENERAL LIABILITY INSURANCE**

- A. The OPERATOR shall maintain Commercial General Liability Insurance (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than either \$2,000,000 combined single limits, or \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- B. CGL insurance shall be written on an approved ISO form for coverage in the Commonwealth of Virginia, and shall cover liability arising from premises, operations, personal injury, and any liability assumed under insured contract.